



City of Bloomington Office of the Common Council

To: Directors of Social Services Programs Serving City Residents
From: Timothy Mayer, Chair of the Jack Hopkins Social Services Funding Committee,
Bloomington Common Council
Re: Invitation to Apply for Social Services Funding
Date: March 3, 2008

The City of Bloomington Common Council's Jack Hopkins Social Services Funding (JHSSF) Committee is accepting applications for use of \$165,000 in social services funds. This figure includes an added \$20,000 dedicated by the Mayor and Common Council for the 2008 fiscal year. Since 1993, the Committee has granted over \$1.3 million to agencies who serve our community's most vulnerable residents. In the past, the Committee has funded initiatives such as: construction of a public health facility, fixing a collapsed foundation for a recovery program, purchasing equipment for a food bank, and buying materials for a teen parenting project.

The Committee is composed of five members of the Common Council and two members representing City entities. This year, the Council representatives are: Isabel Piedmont, Tim Mayer, Andy Ruff, Susan Sandberg and Mike Satterfield. Dr. Anthony Pizzo of the Community Development Block Grant Citizen Advisory Committee for Social Services and Hans Huffman of the Community and Family Resource Commission complete the Committee.

The JHSSF program allocates funds based on the criteria described below. Any proposal must satisfy these criteria to be considered for funding. To be eligible, a program must:

- **Address a previously-identified priority for social services funding** (as indicated in the *Service Community Assessment of Needs (SCAN)*¹, City of Bloomington, Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan*² or any other community-wide survey of social service needs).
Such priorities include funds for basic services (food, shelter or healthcare) or other services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability or are otherwise disadvantaged; and
- **Ask for JHSSF funds as a one-time investment in a social service initiative**
This restriction is intended to encourage innovative projects and to allow the funds to address changing community circumstances. Therefore, an agency should not rely on JHSSF from year-to-year to fund on-going costs (e.g., personnel); and
- **Leverage matching funds or other fiscal mechanisms** (e.g., in-kind contributions, collaborative partnerships, etc.) to maximize JHSSF dollars; and
- **Make a broad and long-lasting contribution to our community**
As co-founder of the JHSSF program, Jack Hopkins put it: "[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.). Historically, this criterion has excluded funding events or celebrations.

¹ <http://www.bloomington.in.us/~scan/>

² http://www.bloomington.in.gov/hand/block_grants/con_plan_final.pdf

Additionally, any application must also meet the following requirements:

- The program for which funding is sought **must primarily benefit City residents**; and
- The application must request a **minimum of \$1,000** for JHSSF; and
- The applicant must be a **501(c)(3)** (or be sponsored by one). In the event the applicant is not a 501(c)(3) but is sponsored by one, the sponsoring agency must provide a letter acknowledging its fiscal relationship to applicant. (Know that the Committee may request further information about this relationship); and
- **One application per agency**. The Committee encourages cooperative efforts among agencies; however, know that these cooperative applications will be attributed to the lead agency, serving as fiscal agent.

How to apply

If your agency wishes to apply for these funds, please submit the following:

- A **two-page statement** describing the mission of the agency and indicating how much money is being requested, what it would be used for, and how this request meets the above three criteria; and
- The attached **information sheets**; and
- A **simple program budget** detailing the use of these funds (please check your math); and
- A **year-end financial statement**, providing both fund balances and total revenue & expenditures; and
- Signed, **written estimates** should accompany all requests **for the funding of capital improvements**.

APPLICATION DEADLINE

All applications must be received by the Council Office (401 N. Morton, Ste. 110)
by
MONDAY, APRIL 7, 2008 -- 4:00 PM

No late applications accepted.

Living Wage Requirements:

Beginning in 2008, some not-for-profit agencies receiving Jack Hopkins Funds will be required to begin the phase-in period of their living wage obligation as defined in the City's *Bloomington Municipal Code* §2.28. An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

- 1) the agency has at least **15 employees**; *and*
- 2) the agency **receives \$25,000 or more** in assistance from the City **in the same calendar year**; *and*
- 3) at least \$25,000 of the funds received are for the **operation of a social services program**, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City. During this two-year period, the agency must take steps to reduce the gap between its wages and the living wage by fifteen percent in the first year, and by thirty-five percent in the second year. For 2008, the living wage is \$10.71 per hour. Please visit *A Non-Profit's Guide to the Living Wage* on the JHSSF Committee's website for more information. <http://bloomington.in.gov/council/funding.php>.

Helpful Hints

- Consider attending the Voluntary Technical Assistance Meeting on Thursday, March 27, 2008 at 4:00 p.m.; and
- Read the enclosed 2008 JHSSF Schedule for notable dates such as when applicants will be asked to present their applications to the Committee; and
- Be prepared to enter into a Funding Agreement by June 2, 2008 if recommended for funding; and
- Plan to spend the funds and seek reimbursements in 2008 unless you specifically request more time in the Funding Agreement; and
- Learn more about the Committee's funding criteria by reading the *Elaboration of Criteria and Funding Statement* found at: www.bloomington.in.gov/council/funding.php

2008 JACK HOPKINS SOCIAL SERVICE FUNDING PROGRAM SCHEDULE

WHAT

WHEN & WHERE

Request for Applications Issued

Monday, March 3, 2008

Technical Assistance Meeting for Applicants

Thursday, March 27, 2008 -- 4 PM, McCloskey Room

Application Deadline

Monday, April 7, 2008 by 4 PM in Council Office

Initial Review and Elimination of Some Applications

Tuesday, April 29, 2008 – 5 PM, Hooker Room

Invited Agencies Present before the Committee *

Friday, May 9, 2008 – 4 PM, Council Chambers

Committee Discusses Funding Recommendations
at Pre-Allocation Meeting

Monday, May 19, 2008 – 5 PM, Council Library

Committee Recommends Allocation of Funds

Thursday, May 22, 2008 – 4 PM, Council Chambers

Agencies to Confirm & Sign Funding Agreements

by Monday, June 2, 2008, Noon

Common Council Acts on the Recommendations

Wednesday, June 18, 2008, 7:30 PM

HAND Technical Assistance Meeting
Regarding Claims & Reimbursements *

Tuesday, June 24, 2008, 8:30 AM

* Please note that these are the only two meetings agencies are required to attend; any other meetings listed above are ones in which agency attendance is optional.

Assistance with Applications

The application process is designed to be as simple as possible; however, should you have questions you may call Daniel Sherman or Stacy Jane Rhoads in the Council Office at 349-3409. Marilyn Patterson, Program Manager in the Housing and Neighborhood Development Department, is also happy to help prepare applications; Marilyn can be reached at 349-3577. You may contact the Committee members at 349-3409 or council@bloomington.in.gov.

Thank you for all you do to make our community a better place.

Sincerely,

Timothy Mayer, Chair
2008 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council